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## **Area L AHEC ESA Guidelines**

Area L AHEC recognizes the importance of Service Animals (SA) as defined by the Americans with Disabilities Act (ADA) and of Emotional Support Animals (ESA), supported by the Fair Housing Act. Although it is the policy of Area L AHEC that, aside from SA, animals of any type are prohibited in the student housing apartments, consideration will be given to individuals with a disability for an exemption from this prohibition as a reasonable accommodation to a mental health or other disability. Following are the applicable requirements to an individual's use of an ESA at Area L AHEC student housing but does not apply to SA.

### **Documentation Requirements:**

- 1) Requests for use of an ESA must be communicated at the time of initial student housing application via the MyAHEC portal. Area L AHEC needs advance notice for planning purposes, as others may also have accommodation needs, including those that conflict with a request for use of an ESA because students share rooms and common areas within Area L AHEC housing. For example, another student may have an animal allergy, which could qualify as a disability under the ADA, as an impairment that substantially limits the major life activity of breathing.
- 2) A letter from the requesting individual's mental health care provider (for example, a psychologist, counselor, psychiatrist or other licensed mental health professional) confirming that a specific ESA is being utilized for treatment purposes as part of a treatment plan and is necessary to help alleviate symptoms associated with the condition.
- 3) For canine/feline requests: certification from a licensed veterinarian indicating the ESA is current for immunizations; rabies vaccine; and the animal has been spayed or neutered; and any other documentation necessary to demonstrate compliance with applicable state or local laws, regulations, rules, or ordinances. All other animals will be evaluated on a case-by-case basis. Such requests must include a licensed veterinarian verification of most recent annual clean bill of health confirming the animal is free from communicable diseases.
- 4) A signed and dated acknowledgement of the Area L AHEC ESA Guidelines (below).

**Please note:** Requests for reasonable accommodation will not be considered until all required documentation has been submitted. Area L AHEC may deny the requested accommodation if it is unreasonable. An accommodation request is generally deemed unreasonable if: it imposes an undue financial or administrative burden; fundamentally alters the student housing; or would impose a direct threat to the health or safety of others or cause substantial physical damage to the property of others.

### **Standards of Care:**

- 1) The ESA owner is solely responsible for the ESA's care. This includes, but is not limited to, supervision, feeding, watering, bathing, walking, grooming, clean-up, and veterinary care.
- 2) The ESA owner is responsible for providing a crate, cage, or kennel where the animal will remain secured while not under the immediate and direct supervision of the owner. The cage, crate, or kennel must remain inside the

ESA owner's bedroom. The ESA owner must follow all requirements for the presence of animals in public places mandated by state or local laws, regulations, rules or ordinances.

- 3) The ESA owner must take the ESA with them or make offsite arrangements for the ESA's care if the owner is away for more than 12 hours. ESAs may not be left unattended outside of the cage, crate, or kennel or under a roommate's care at any time.
- 4) Collar/identification tags must be worn by the ESA at all times.
- 5) ESA must be housebroken, or litterbox trained (owner to provide litterbox, litter, scoops, plastic bags, pads etc.).
- 6) Litterbox must remain within the owner's assigned bedroom. Litter box contents must be disposed of daily.
- 7) Animal feces must be secured in a plastic bag and immediately removed from the apartment. Animal feces must not be disposed of in garbage cans indoors or through the inside toilet/sewer system but must be placed in the appropriate outdoor garbage receptacle (for example, a trash bin or dumpster designated by Area L AHEC).
- 8) The ESA owner is solely responsible for the regular and routine cleaning of floors, cages, kennels, and crates. Animal odors originating from the owner's bedroom is not acceptable.
- 9) Bathing of the animal should occur outside of the student apartment, and bathing is prohibited in the apartment bathrooms and kitchen.
- 10) Flea, tick, or other pest infestation resulting from ESA will be remedied at the owner's expense.

#### **Safety and Behavior:**

- 1) ESA must possess friendly and sociable characteristics.
- 2) ESA must not be disruptive to the other roommates or neighboring apartment tenants (no excessive barking, growling, howling, meowing, or squawking).
- 3) ESA owner is solely responsible for:
  - a. Any damage to persons or property caused by the animal, including damage to the property of other residents or apartment furnishings.
  - b. All liability for the actions of the animal are the responsibility of the owner.
  - c. As such, the ESA owner should consider appropriate liability insurance.
- 4) ESA owner is solely responsible for the ESA during natural disaster, fire, fire alarm or any other situation requiring a building evacuation.
- 5) ESA owner is solely responsible for loss, theft or injury to ESA while utilizing Area L AHEC student housing.
- 6) For the safety of the ESA, ESA owner, and roommate, only one ESA will be allowed per apartment.

#### **Damages and Violations:**

- 1) At the time of the ESA owner's departure from Area L AHEC student housing, or when the animal is no longer in the space, the apartment will be assessed to determine if damage was caused to property by the animal. Area L AHEC Housing reserves the right to inspect the space more frequently if damage is reported or reasonably suspected, or if there are reasonable concerns related to the owner's compliance with any of the items identified in this document.
- 2) Upon departure, the ESA owner is solely responsible for any cleaning beyond what is routinely done for any room. This may include, but is not limited to, extra steam cleaning of carpets, furniture and other fabrics, abatement of fleas or other pests, and deodorization of the space. Area L AHEC will determine in its commercially reasonable discretion what cleaning and/or repair is required, and whether the provided cleaning or repair is satisfactory. Area L AHEC will require a \$75 cleaning fee for the subcontract of a cleaning service. Payment for this is due with this ESA contract. Area L AHEC may, in its discretion, subcontract for repair and invoice the ESA owner for any such reasonable expenses.

- 3) Any allegation of violations to the above standards will be addressed by Area L AHEC staff and may result in the loss of ESA reasonable accommodation approval for current and future student housing stays.

**Acknowledgement:**

I have read and understand the above policy and standards as they pertain to ESAs at the Area L AHEC student housing apartments. Acknowledgment of this document will give Area L AHEC Housing the authority to notify any parties that may be impacted by the presence of the animal. Area L AHEC Housing will also notify any applicable roommates and/or suite mates that share space with the person with a SA or ESA and may require written approval from roommates and/or suite mates before granting an accommodation. No information as to the purpose of the ESA will be disclosed to the roommates and/or suite mates and will be shared only in accordance with the Family Educational Rights and Privacy Act.

\_\_\_\_\_  
Legal Name (last, first, MI)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

<b>Area L AHEC Student Housing ESA Request Checklist</b>	
<input type="checkbox"/>	Signed copy of the Area L AHEC ESA Guidelines
<input type="checkbox"/>	Letter from requesting individual's mental health provider
<input type="checkbox"/>	Veterinarian certification
<input type="checkbox"/>	\$75.00 Cleaning Fee (non-refundable)